

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN: Town Hall	DATE SUBMITTED: 05/03/2019
PREPARED BY: Terry Tieman and Bill Boyden	
SUBJECT: Police Service Assistance Agreement Between South Bethany Beach and Fenwick Island	
REFERENCE: Outside Agency Assistance Policy #49	
RELATED PROJECT:	
REVIEWED BY:	
EXHIBITS: Contract and Policy #49	
EXPENDITURE REQUIRED: Salary, benefits, equipment	
AMOUNT BUDGETED: All expenses will be reimbursed by South Bethany	
FUNDING SOURCE (Dept./Page in CIP & Budget):	
TIMETABLE: Until services are no longer needed.	
RECOMMENDED ACTION: Approve the contract and allow Service Assistance to South Bethany	

BACKGROUND AND ANALYSIS

Fenwick Island Police Department has been asked to mutually aid and assist South Bethany during a period of reconstruction of their Police Department. South Bethany has requested the use of Fenwick Island Police Officers to perform routine non-emergency police duties within the territorial limits of South Bethany. These services include routine patrol and traffic control.

All requests for services are subject to the judgment of the Fenwick Island Chief of Police and will be 30 days prior to the dates for which service will be requested. Emergency services are already in existence under the Police Mutual Assistance Act.

South Bethany Beach will compensate FIPD at our special duty rate for each officer including employer paid contributions, where applicable, and actual expenses for motor vehicles and equipment.

Ocean View, DE is also assisting under the same agreement.

The contract has been reviewed by the Fenwick Island Town Solicitor and is agreeable to the Police Chief and Town Manager.

TOWN OF FENWICK ISLAND, DELAWARE
FY 2018-2019 FEE SCHEDULE

<p><u>ANNUAL BUSINESS LICENSE FEES</u></p> <p>(1) <u>Retail Merchant</u> (100-3-A) (a) \$185 + .10 per square foot of floor space + \$53 Emergency Medical Service (EMS) fee</p> <p>(2) <u>Building or Service Contractor</u> (100-3-B) (a) \$75 if Revenue made in Town is less than \$1500 yearly (b) \$200 if Revenue made in Town is more than \$1500 yearly (c) \$5 Business License Decal (additional)</p> <p>(3) <u>Rental Landlord</u> (100-3-C) (a) \$185 for Residential and Commercial rentals (b) \$185 + \$7.20 per sleeping unit for motels / hotels</p> <p>(4) <u>Vending Machines</u> (100-3-D) (a) \$25 Newspaper and postage (b) \$50 Dispensing machines (drink, food, candy, ice) (c) \$50 Children's amusements (d) \$75 Music (e) \$200 ATM (f) \$250 Amusements and games</p>	<p><u>FINANCIAL FEES</u></p> <p>(1) \$100 Charge for checks returned for insufficient funds (2) \$100 Late payment of Business License Fee (s) (3) \$200 Collection letter from Town Legal Counsel</p> <p><u>HEARING FEES</u></p> <p>(1) Board of Adjustments and Zoning (160-13-B) \$750 Basic Application to the Board \$1,200 Application requiring Town Solicitor review \$2,000 Application requiring Town Solicitor and court stenographer</p> <p>(2) \$500 Council Hearing / House Move (61-12-A) (3) \$500 Council Hearing / Sub-Division (142-2-A) (4) \$500 Council Hearing / Code Exceptions (160-10-B)</p>
<p><u>PERMIT FEES</u></p> <p><u>BUILDING PERMIT FEES</u></p> <p>(1) 3% of estimated construction cost \$100 minimum (61-8) (2) \$350 permit fee for approved building move (61-12-B) (3) Renewable Energy Building Permit fee – 2% ECC or \$100 whichever is less (160-7)</p> <p><u>DUMPSTER/TEMPORARY POD FEE</u> (61-1-F) (1) \$50 permit fee</p> <p><u>SIGN PERMITS FEES</u> (136-6-C) (1) \$200 Multiple use identification sign (135-6-C) (2) Single use identification sign \$2 per lineal foot up to maximum of \$100 (135-6-C) (3) \$20 All other sign permits (135-6-C)</p>	<p><u>OTHER FEES (DEFINED BY PERMIT FORM)</u></p> <p>(1) Beach Bonfire Permit \$75 fee + \$100 deposit (2) Villalon Hall Rental \$40 fee + \$40 deposit • Annual non-profit \$50 fee (3) Special Events \$150 fee + \$250 deposit (4) Special Event Police Coverage Fees • Events less than 75 persons 2 hour min., \$100 per hour • Events exceeding 75 persons 4 hour min., \$100 per hour</p> <p><u>COPY FEES</u></p> <p>(1) \$0.50 Xerox or computer print-out copy (2) \$25 Audio cassette / CD / DVD (3) \$500 Town Code Book (4) \$100 Town Merchant Address List (PDF available) (5) \$150 Property Owner Address List (PDF available)</p>
<p><u>PARKING PERMIT FEES</u> (112-11-P) <i>May 15 – September 15th, 9:00 a.m. – 4:00 p.m.</i></p> <p>(1) \$2.50 Hourly Permit (2 hour minimum) (2) \$20 Daily Permit (3) \$120 Weekly Permit (4) \$400 Summer Permit (5) \$400 Additional Resident Hang Tag (BLUE) (6) \$100 Resident Merchant Employee Permit (ORANGE) (7) \$200 Replacement of lost Permit</p>	<p><u>REAL ESTATE PROPERTY TAX</u></p> <p>(1) \$1.92 per \$100 assessed value</p> <p><u>OTHER FEES</u></p> <p>\$53 Emergency Medical Services (EMS) \$269 Waste Administration</p>

ACTION FORM

PROCEEDING Council Meeting	
DEPARTMENT OF ORIGIN Town Hall	DATE SUBMITTED: 05/03/2019
PREPARED BY: Terry Tieman	
SUBJECT: Roof and Window Issues – Town Hall	
REFERENCE:	
RELATED PROJECT:	
REVIEWED BY: John Farrace	
EXHIBITS:	
EXPENDITURE REQUIRED: \$25,226	AMOUNT BUDGETED: \$0
FUNDING SOURCE (Dept./Page in CIP & Budget): Realty Transfer Tax Reserve	
TIMETABLE: Two weeks after contract is signed, dependent on the weather.	
RECOMMENDED ACTION: Staff recommends replacing windows, roof and gutters.	

BACKGROUND AND ANALYSIS

We have been experiencing leaks around the windows in Villalon Hall which is causing drywall damage. The cause of the leaks can possibly be attributed to the roof and the windows. The existing roof is two layers which can sometimes cause leaks in valleys on the roof. Staff contacted five companies to examine the roof issues and four companies to look at the windows. We received bids back from three companies.

All of the contractors suggested doing the roof first and then the windows. The low bid is from Advance, Inc (from Newark, DE) for both. Please see the attached bid summary sheets. The total for both roof and windows is \$22,614. There would be a \$59 per sheet of plywood if needed. This is competitive with the other bids.

We would also like to replace the gutters on the building at a cost of \$2,612. The existing gutters do not cover the entire building and are not sized or attached correctly. This is causing water to hit at the foundation of the building.